



# City of Eureka, California

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

<b>Class Title</b>	Special Projects Manager
<b>Class Code Number</b>	

### General Statement of Duties

Provides a full range of professional and highly technical work planning, organizing, managing, coordinating and implementing highly complex administrative and analytical work related to a wide variety of assigned City programs and policies; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide the full range of professional and highly technical work on a wide variety of both general administrative and specialized City projects. The work is performed under the supervision and direction of the City Manager, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision may be exercised over assigned staff; may coordinate and manage the efforts of interdepartmental project teams. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, with time spent in the field as required.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes, manages, coordinates, and implements a wide variety of highly complex City projects of both a general administrative and specialized nature.
- Assists in developing, planning and implementing goals and objectives for the City in assigned areas.
- Conducts research and makes recommendations on special projects such as feasibility studies, environmental studies, grant applications and various other programs.
- Assesses project scope and needs, determines funding requirements and alternatives; may assess the need for staffing and/or consultant support.
- Conducts and coordinates contract negotiations for special services and projects and drafts contracts for City Council approval.

- Analyzes proposed legislation for local impact; prepares legislative proposals for consideration by the City Council.
- Monitors and coordinates State and Federal grant projects as required.
- Performs staff support functions to assigned Boards, commissions, and interagency committees, including providing expertise in the development of ordinances, the public hearing process, and City programs.
- Serves as a liaison for the City Manager's Office with other City Departments and outside agencies, including coordinating special projects with City Departments and regulatory agencies, and negotiating and resolving significant controversial issues.
- Interprets, explains, and provides a wide variety of information and services to City employees, the general public, and other agencies regarding the application of laws, policies, procedures, and programs.
- Provides staff assistance to the City Manager, including preparing and presenting reports and correspondence, and responding to inquiries and grievances in areas of assigned responsibility.
- Responds to difficult and controversial issues, questions, and comments from the public in an informed, courteous, and timely manner.
- Attends and conducts various City, interagency, and special projects meetings.
- Makes frequent appearances before the City Council to present reports and make staff recommendations.
- Provides technical assistance to other City staff on administrative and analytical matters.
- Keeps the City Manager and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Performs other directly related duties consistent with the role and function of this classification.

<b>Required Knowledge, Skills, and Abilities</b>
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- Comprehensive knowledge of department and City operations, policies, and procedures.
- Comprehensive knowledge of all relevant Federal, State, and local laws and guidelines.
- Comprehensive knowledge of guidelines and standards affecting the administration and operation of municipal government.
- Comprehensive knowledge of environmental issues related to solid waste management.
- Comprehensive knowledge of administrative principles and methods, including goal setting, program development, and program implementation.
- Comprehensive knowledge of effective conflict resolution, including consensus and team building.
- Comprehensive knowledge of the methods of organization and time management.
- Thorough knowledge of appropriate agency contacts.
- Thorough knowledge of the principles of contract administration.;
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Ability to analyze problems, identify solutions, project consequences of actions, and implement recommendations.

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Any combination of training and/or experience that is equivalent to:

- Bachelor's Degree in Public Administration, Planning, Business Administration, Finance, Economics, or a related field; and
- Considerable (four to six years) increasingly responsible administrative experience, including substantial management experience in a governmental or public agency setting, and some supervisory experience.

#### **Required Special Qualifications**

- Valid class C California State Driver's license.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in an office and occasional field environment.